



Jim Gibbons  
Governor

OFFICE OF THE ADJUTANT GENERAL  
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William R. Burks  
Brigadier General  
The Adjutant General

NVNG-AG

15 July 2009

MEMORANDUM FOR ALL NEVADA NATIONAL GUARD MEMBERS AND  
EMPLOYEES

SUBJECT: Policy Statement on Violence in the Workplace

1. The Nevada National Guard is committed to the health and safety of all our employees. Everyone in the Nevada National Guard must make a commitment to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.
2. Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; all reports of incidents will be taken seriously and dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action.
3. Your cooperation is necessary to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on a Nevada National Guard installation, whether he or she is an employee or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from the State Equal Employment Manager at 884-8400 regarding investigating the incident and initiating appropriate action. **(PLEASE NOTE: Threats or assaults that require immediate attention by security or police should be reported first to your base or facility security office or to the Police at 911.)**
4. This letter shall be placed on all activity bulletin boards. My POC regarding this policy is the State Equal Employment Manager at (775) 884-8400.

A handwritten signature in black ink, reading "Wm R Burks".

WILLIAM R. BURKS  
Brigadier General, NVMD  
The Adjutant General